

**Minutes of the meeting held at office of Engineer-in-Chief(AW) on 19-12-2012 with the Deputy Superintending Engineers and NTPAs of circles under Zone I and Zone III.**

Initiating the discussions, the participants were appraised regarding objective of the meeting. The following agenda items were explained in brief:

- Annual Property Returns
  - Annual Confidential Reports
  - HRMS updation
  - Online Pension Paper
  - General Issues
1. The Deputy Superintending Engineers were requested to submit the status of receipt of Property returns from the AEEs/AEs under their jurisdiction and the same were reviewed. The Deputy Superintending Engineers were impressed upon to act pro actively in pursuing the staff and were instructed to call for explanation from the defaulters. The Dy. Superintending Engineers were informed that they should submit the status of receipt of property returns from the defaulters, by 28<sup>th</sup> December, and recommend the names of the defaulters, whose APRs are still pending on 27-12-2012, for initiating disciplinary action by Engineer-in-Chief. Failing which, the Deputy Superintending Engineers will be responsible for their inaction.  
  
They were also informed to ensure that the report on Annual Property Returns in respect of AE/AEEs for the year ending 2012 should reach this office by 31<sup>st</sup> January,2013. Similarly, as per the present procedure, DEEs and above cadres should submit the APRs to ENC office directly before 15<sup>th</sup> January,2013.
  2. Regarding furnishing of Annual Confidential Reports, the Dy.SEs were requested to maintain the records in the same lines as that of Annual Property Returns including acknowledgement procedure. They were informed that it is the responsibility of each officer to submit the self appraisal report during First week of April to his immediate superior officer. The Superior officers shall ensure that the CRs are submitted by 15<sup>th</sup> April in the Circle office and see that the acknowledgements are sent to the respective employees, duly getting them entered in CR registers as is being maintained in APRs.

The Superintending Engineer shall submit the status of CRs to Engineer- in- Chief by 30<sup>th</sup> April.

3. Importance of data updation in Human Resource Management System has been appraised in detail and the Dy.SEs and NTPAs were explained about the services available in their logins. They were requested to ensure that the system is updated regularly. Further they were also requested to get the bio data sheets printed and circulated to the employees for taking their concurrence regarding correctness of the data. They were also informed that the counseling and postings will be affected in the ensuing years with the available data in HRMS. It is the responsibility of the Deputy Superintending Engineers to get the data verified by the respective employees and get them certified by respective employees duly taking their signatures in three sets. Being one time verification process, the NTPAs shall ensure that the data is verified with reference to Service Registers and certified. Out of the three sets of bio data, self attested by the employees, one set shall be retained by the candidate, one for the circle record and the other for submitting to the Engineer-in-Chief(AW) office. Any corrections in the bio data, which are not editable by the Dy SEs in their logins, shall be got corrected in Engineer-in-Chief (AW) office. This process shall be completed by 15<sup>th</sup> February,2013 without fail.
4. Online submission of pension papers was explained to the participants and it was informed that they should submit the pension papers through online compulsorily, in respect of the employees retiring during 2013. Any delays in forwarding pension papers shall be viewed seriously. Efforts shall be made to ensure that the retired employees receive their FBF, GIS, GPF on the day of retirement and other pension benefits immediately after retirement. The Dy. SEs are requested to impress upon the staff under their control to initiate the process of pension paper submission before six months of retirement. Further, the SB verification at ENC office shall be got done immediately in respect of the staff retiring during 2013, so that the pension paper processing at later stage does not get delayed.

5. Whenever an employee has been transferred from one post to another post or from one circle to another circle/ unit, the Deputy Superintending Engineers shall send one set of APRS and CRs of the candidate to the new circle / unit and record the same in the APR and CR registers with date and letter number. Immediately on relieving an employee, his data shall be updated in HRMS duly relieving him in the system. Similarly, while admitting the employees in to the circles/ units, the Deputy Superintending Engineers shall ensure that their APRS and CRs are received from previous station and the data of the employees is mapped to the new post. These HRMS updations shall be effected within one or two days from the date of joining of the new employee.
6. The participants were explained of the common errors in the Service Registers with reference to the following items and were requested to ensure relevant rectifications required:
  - a. Stepping up of pay,
  - b. Implementation of Punishments
  - c. Payment of Encashment of Earned Leave on Retirement
  - d. Family Planning/Advance increment for Higher Qualifications
  - e. Earned Leave not deducted for E.O.L. Period
  - f. Pay fixations :
  - g. Work Charged Service
  - h. Cases of regular promotion in the last 2 months before retirement
  - i. Maintenance of Service Registers :-
  - j. GIS & FBF
  - k. GPF Final Withdrawal
7. Mentioning of employee Id number (as per PAO paybills) is must along with name, designation, date of birth, zone allotted in future correspondence.
8. Teams from Engineer-in-Chief(AW) will be making surprise visits to the Circle offices regarding implementation of the above mandate. The team will verify the above registers and procedures set forth.

for Engineer-in-Chief(AW)